



FIRE READY MONTANA 2013

Project Guidelines

Wildland fires in Montana are inevitable and everyone has a role in wildfire preparedness. 2013 marks the fifth year of the Governor's Office of Community Service's (OCS) *Fire Ready Montana* call-to-service. The impacts of wildfires can be reduced if communities work together to prepare their families and neighborhoods as well as mitigate their homes and property.

Planning a community event? *Fire Ready Montana* supplies and up to \$2,000 per project is available to support wildfire preparedness trainings, events, or one-time community fire preparedness projects. Funding is available to nonprofit and faith-based organizations, schools, homeowners associations, volunteer fire departments, and local governments. Funding requests will be accepted on a rolling basis as funding allows. The OCS reserves the right to deny and/or partially fund requests.

The OCS will give priority to projects that occur during 2013 Fire Awareness Week to be held **June 3- 9, 2013**. All activities must be completed by **September 1, 2013**.

Funding Process:

1. Develop a project and/or event that will help your community become *Fire Ready*
2. Complete and submit a *Supply and Funding Request* and a completed W9 to the OCS for review and approval. Please send completed requests to:

Governor's Office of Community Service

Attn: Fire Ready

PO BOX 200801

Helena, MT 59620

Email: serve@mt.gov

Fax: 406-444-4418

Emailed, delivered, and faxed request forms are accepted (email preferred)

3. If approved, complete a *Funding Agreement*
4. Host your community-based project. Remember to invite the media and take pictures.
5. Complete a *Final Evaluation* within one week of project completion along with itemized receipts for reimbursement
6. Receive reimbursement and celebrate that your community is Fire Ready!

Questions?

Contact Katie Gallagher, *Governor's Office of Community Service Grant Coordinator*, at 406-444-1718 or by email at kgallagher@mt.gov

FIRE READY

Supply & Funding Request

SECTION I. EVENT INFORMATION

Event Name	
Sponsoring Organization *	
EIN #	
Venue	
Location (City, County, State and Zip)	
Date(s) & Time(s)	
Trainer(s) (if applicable)	

Point of Contact Name	
Organization	
Address (City, County, State and Zip)	
Email	
Phone	
Website	

* Reimbursement checks will be distributed to the sponsoring organization

SECTION II. SUPPLY REQUEST

Estimated Number of Participants	
Number Emergency Supply Starter Kits: <i>Available for training events only</i>	
Number of FireReady Montana checklists	
Number of Map Your Neighborhood Booklets	

SECTION III. EVENT DETAILS

A. Please indicate the target groups for your event:

- | | |
|---|---|
| <input type="checkbox"/> National Service Members | <input type="checkbox"/> Low-income residents |
| <input type="checkbox"/> American Indians | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Veterans and military families | <input type="checkbox"/> Youth |
| <input type="checkbox"/> 55+ and Seniors | <input type="checkbox"/> Whole Community |
| <input type="checkbox"/> Other (please describe): | |

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B. Please indicate the Fire Ready topics to be included as part of your training, event, or project:

- ☐ Map Your Neighborhood training
- ☐ Neighborhood preparedness party
- ☐ National service program member/volunteer preparedness training or preparedness project
- ☐ Citizen Emergency Responder Team (CERT) training
- ☐ Home and property fire mitigation workshops
- ☐ Community preparedness and mitigation workdays *
- ☐ Youth fire preparedness projects and workshops
- ☐ Fire preparedness media campaigns

* Please contact the OCS for additional information on eligible activities.

C. Have you contacted your local Disaster Emergency Services (DES) Coordinator?

- ☐ Yes, I have contacted the local DES Coordinator and they will be participating in my event.
- ☐ Yes, I have contacted the local DES Coordinator and they will not be participating in my event.
- ☐ No, I have not contacted the local DES Coordinator, but I would like their contact information.
- ☐ No, I do not plan on contacting the local DES Coordinator. Explain why:

D. Event Description

Please describe the nature of your project. What are the anticipated outcomes and how will the project help prepare your community for fire season.

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E. Volunteer Participation

Are volunteers involved in the implementation of your project? If so, how many volunteers do you anticipate? How do you plan on recruiting volunteers and how do you plan on tracking volunteer contributions?

F. Partnerships

Please describe who is involved in the planning of this event, including local first responders, DES Coordinators, other state, local, and federal representatives, and/or other community organizations.

G. Media Outreach

Please describe any media outreach plans for this event, including any publicity via newspaper, social media, radio, etc.

SECTION IV. FUNDING REQUEST

Please note that funding will be distributed on a reimbursement basis contingent upon the submission of itemized receipts and other supporting documents, as the OCS specifies. Please contact the OCS for information on alternative reimbursement options.

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Allowable Expenses Include:

- Purchase of supplies for eligible Fire Ready activities.
- Printing of brochures, stickers, flyers, postcards, banners, etc.
- Creation and run of fire preparedness TV, Radio, and print public service announcements
- Food & Beverage: expenses are allowable if: (1) the event is over 4 hours long and spans a standard mealtime; (2) the cost of food and/or beverage is considered to be reasonable; (3) the food and/or beverages provided are associated with a funded event; (4) the provision of food and/or beverages is not related directly to amusement and/or social events. Any event where alcohol is being served is considered a social event.

Unallowable Expense Include:

- Personnel costs/salaries
- Equipment purchase or rental (i.e. chippers, chain saws, etc.)
- Food & Beverage that falls outside the listed requirements (above) including alcoholic beverages
- In-direct costs: other expense that benefit all programs and functions of the organization, including rent, telephone, and non-project related printing/postage
- Travel, including mileage and lodging expenses

Budget Request

Requested Item & Description	Quantity	Cost
	TOTAL	\$

In-Kind Contributions

Please describe any in-kind or cash contributions that you anticipate will support this project. Include a description of volunteer hours you anticipate will be contributed, supply and/or cash donations.

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Supply & Funding Request

SECTION V. SUPPLY AND FUNDING REQUEST CHECKLIST

Please check to make sure your Supply & Funding Request is complete! It should include:

- ☐ A legible and complete Supply & Funding Request
 - ☐ Section I: Event Information, including an eligible sponsoring organization
 - ☐ Section II: Supply Request
 - ☐ Section III: Event Details
 - ☐ Section IV: Funding Request and Budget
- ☐ A legible and complete W9 for the eligible sponsoring organization

Send completed application to:

Governor's Office of Community Service

Attn: Fire Ready

P.O. Box 200801, Helena, MT 59620

Email: serve@mt.gov

Phone: 406-444-1718

Fax: 406-444-4418

Website: ready.mt.gov